

Using “batches” to create workflows in CONTENTdm for shared projects within the library

CONTENTdm Southern Users Group Meeting 2014

Jill Ellern, Systems Librarian
Paromita Biswas, Metadata Librarian
Western Carolina University



Outline:

- History of the use of CONTENTdm at Hunter Library, WCU
- Workflow in a shared project environment
- Using the Client in a shared environment



A collaborative history:

First digitization project: *Craft Revival*

A multi-institutional project

A collection of over 5000 documents,
photographs, and artifacts



CRAFT REVIVAL: Shaping Western North Carolina Past and Present

[The Story](#) [The People](#) [The Crafts](#) [The Collection](#) [About](#) [K-12](#) [Resources](#) [Contact Us](#)

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| [Browse Collection](#)

The Story



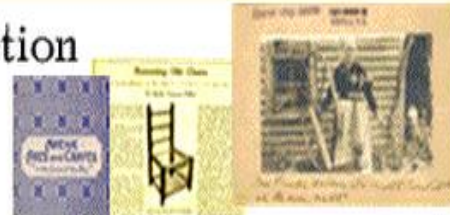
The Crafts



The People



The Collection



Telling the story of an exciting regional movement
Creating handicrafts and preserving traditions from the 1890s to 1940s

History of WCU's use of CONTENTdm

- Use of Contentdm started with a multi-year grant for the *Craft Revival* project (2005-2009)
- Project partners: Hunter Library and 6 small cultural heritage institutions
- Challenges:
 - Partners' inexperience with digital projects and Contentdm; lack of staff time and internet access



***Craft Revival* project workflow for the partners':**

Partners' lack of internet access meant:

- Partners' contributed their images and metadata outside of Contentdm and sent it to Hunter Library
- Pictures and metadata were put on flash drives and CDs: Word/Excel files with images in JPEG and TIFF
- This physical package was called a "batch"
- Batches were subject specific



A “Batch”

[illegible]

Craft Revival project workflow at Hunter Library:

- Project team:
 - Project Director/Content Specialist (Digital Initiatives Librarian)
 - Cataloging/metadata staff
 - Systems unit staff
 - Project assistants
- Project team members added/enhanced partners' metadata in the “batches”
- Metadata Librarian added controlled vocabularies, checked the data, uploaded it into Contentdm, and published it online
- After publication the “batches” were returned to Digital Initiatives in Hunter Library



A cumbersome process

A time consuming workflow for *Craft Revival*:

- Entering metadata into “batches”—a linear process of metadata creation in stages
- Team members had to follow detailed instructions for working with metadata in spreadsheets
- Only the Metadata Librarian worked with Contentdm (adding and uploading the metadata from the “batches”/spreadsheets)



Detailed instructions for filling out Excel spreadsheets for creation of single and compound objects:

Craft Revival Batch Instructions for those digitizing items and entering metadata into the spreadsheet

Created February 2011

Where to find the spreadsheet template

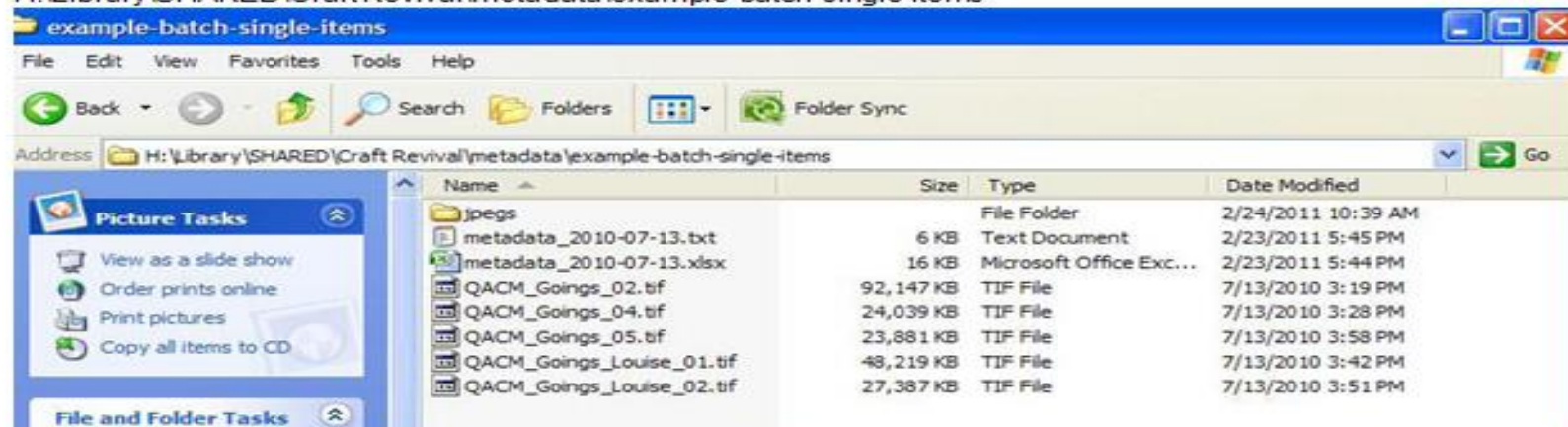
- Metadata spreadsheets are available on the H: drive:
H:\Library\SHARED\Craft Revival\metadata\metadata_template-new.xlsx
- If that file is accidentally overwritten or deleted, there are also extra copies available:
H:\Library\SHARED\Craft Revival\metadata\templates-extra-copies

Setting up a batch

- Batches should be in folders named by date, as usual. A complete batch will include the tif files, jpgs, and the metadata spreadsheet for the batch.
- If the batch contains both single items and compound objects, you will need to do one spreadsheet for all of the single items and one spreadsheet for each compound object.

Single items

- Here is an example of how to set up a batch of single items:
H:\Library\SHARED\Craft Revival\metadata\example-batch-single-items



- Create a "jpgs" folder for the single item jpgs - no other files should go in this folder - no tifs, no metadata spreadsheet. Put the tifs, metadata spreadsheet, and any other files in the batch folder that contains the jpeg folder.

Compound objects

- And here is what a compound object should look like:
H:\Library\SHARED\Craft Revival\metadata\example-batch-compound-object



Detailed instructions for filling out spreadsheets for metadata creation:

- There are more fields in the spreadsheet than in the Word document. Only fill in the white fields - do not fill in the gray or the black fields. If some of the white fields do not apply to your item, leave them blank (for example, Staff Notes, Contributor, County, and Language are among fields that are not always used on each item).
- Some fields include drop-down boxes to allow you to pick from a controlled vocabulary. These drop-downs will only allow one choice from each list, so if for some reason you need to enter more than one item, you'll have to clear the cell to delete the drop-down menu.
- For cells with more than one entry, use semi-colons between entries. Example (creator field):

P	Q	R	S	T	U	V
Decade	County	SPACERSPACER	Creator	Contributor	SPACERSPACERSPACER	Source Institution
1970s	Cherokee Indian Reservation, N.C.		unknown; Wilnoty, John Julius, 1940-			Qualla Arts & Crafts Mutual

- Feel free to change the size of the cells in order to make them more readable or easier to use. You can control the size by clicking and dragging a row or column in the alphabetic bar along the top or the numeric bar on the left. To make the text wrap to fit a cell, use the "Wrap Text" button.
- You can copy and paste or copy and drag to fill multiple cells with the same information.
- One new field is the last one, Object Filename. This field is filled in with the corresponding name of the jpeg for each item. The process is slightly different for single items and for compound objects.

Single items

- The first row always includes the name of each field. Then, each item has one row below the field names, and the last column of that row has the jpeg name. Example:

AE	AF	AG	AH	AI
File Format	Hardware	Software	Larger Image	Object filename (ex: SHCG_PhocF4_5_2.jpg)
JPEG 300dpi	HP Scanjet 8300	Adobe Photoshop		QACM_Wilnoty_JohnJulius_02.jpg
JPEG	HP Scanjet	Adobe		



Newer & more streamlined workflow for digital projects at Hunter Library:

- No longer entering metadata in spreadsheets
- Converted the flash drives/CDs/metadata ("batches") to a shared server space
- Continued to allow multiple people to enter metadata at different levels of record creation: but **everyone** working with digital collections now had **access to the Contentdm Client** and put in data **directly into the Client** during record creation
- Continued using our old term "batches" for shared "projects" in the Client

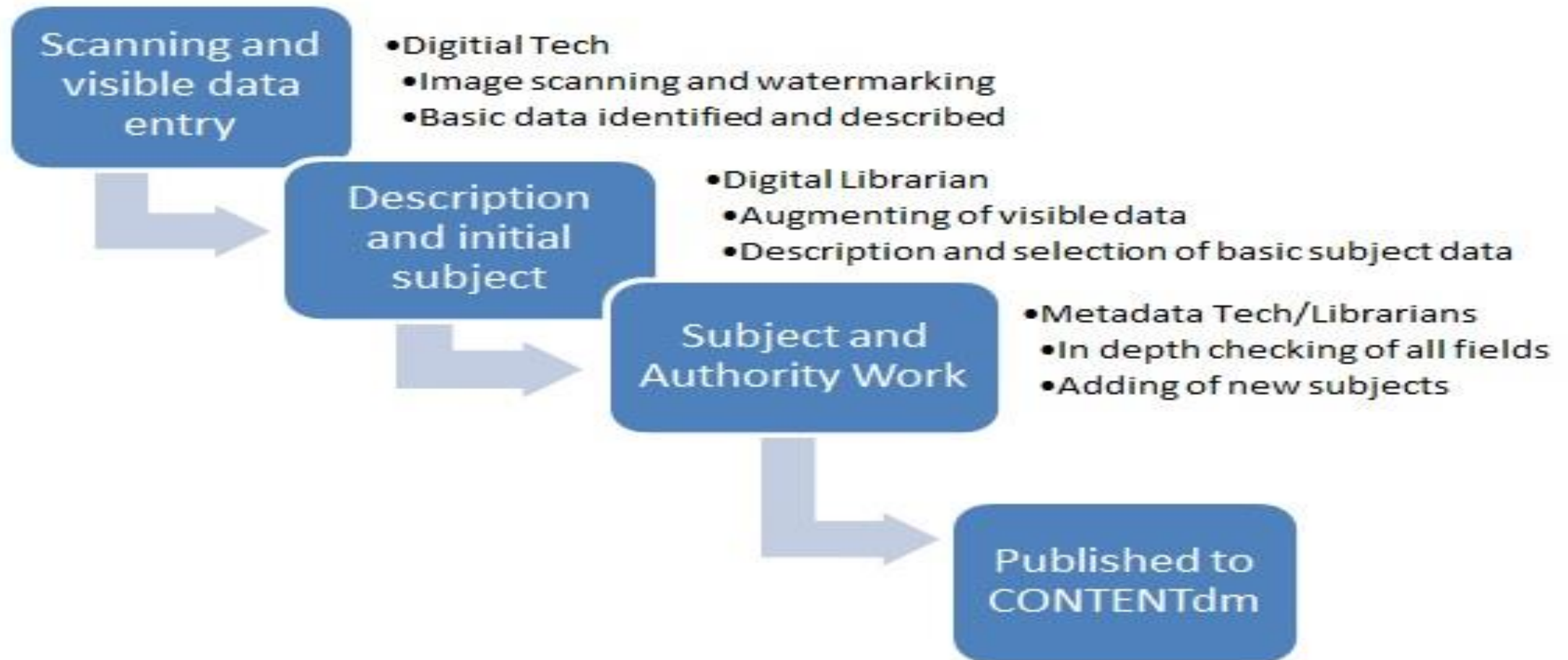


Model we opted for: shared “batches” *not* individual “batches”

- Shared batches/projects:
 - Files are located on a shared drive
 - Multiple people do different parts of each record
 - Cataloging/Metadata staff review each record, upload, approve, and publish it online
- Individual batches/projects:
 - One person does all the data entry
 - Actual client files can be anywhere
 - Uploads for approval by Web Administration



CONTENTdm/Digital Projects workflow at Hunter Library

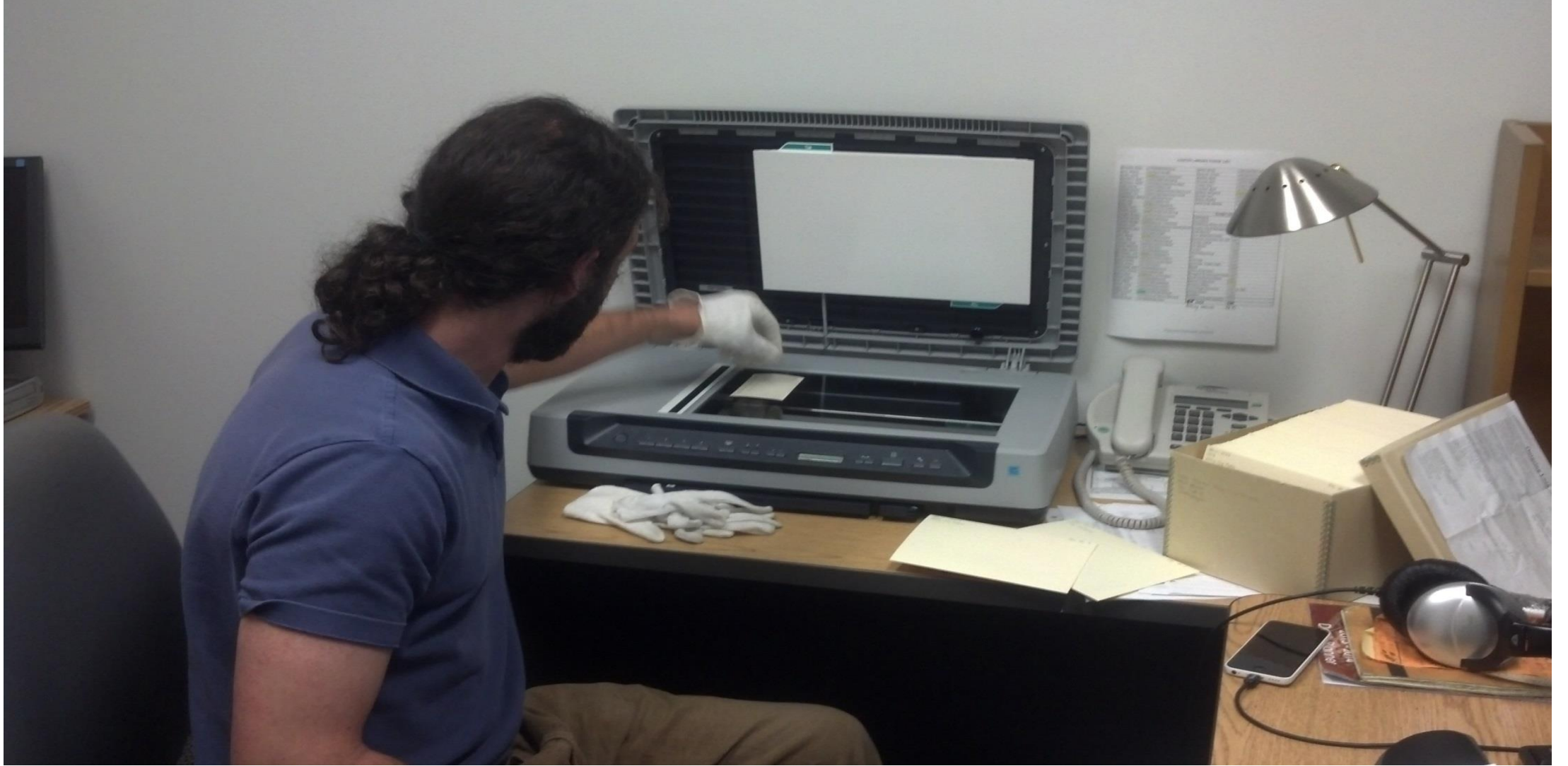


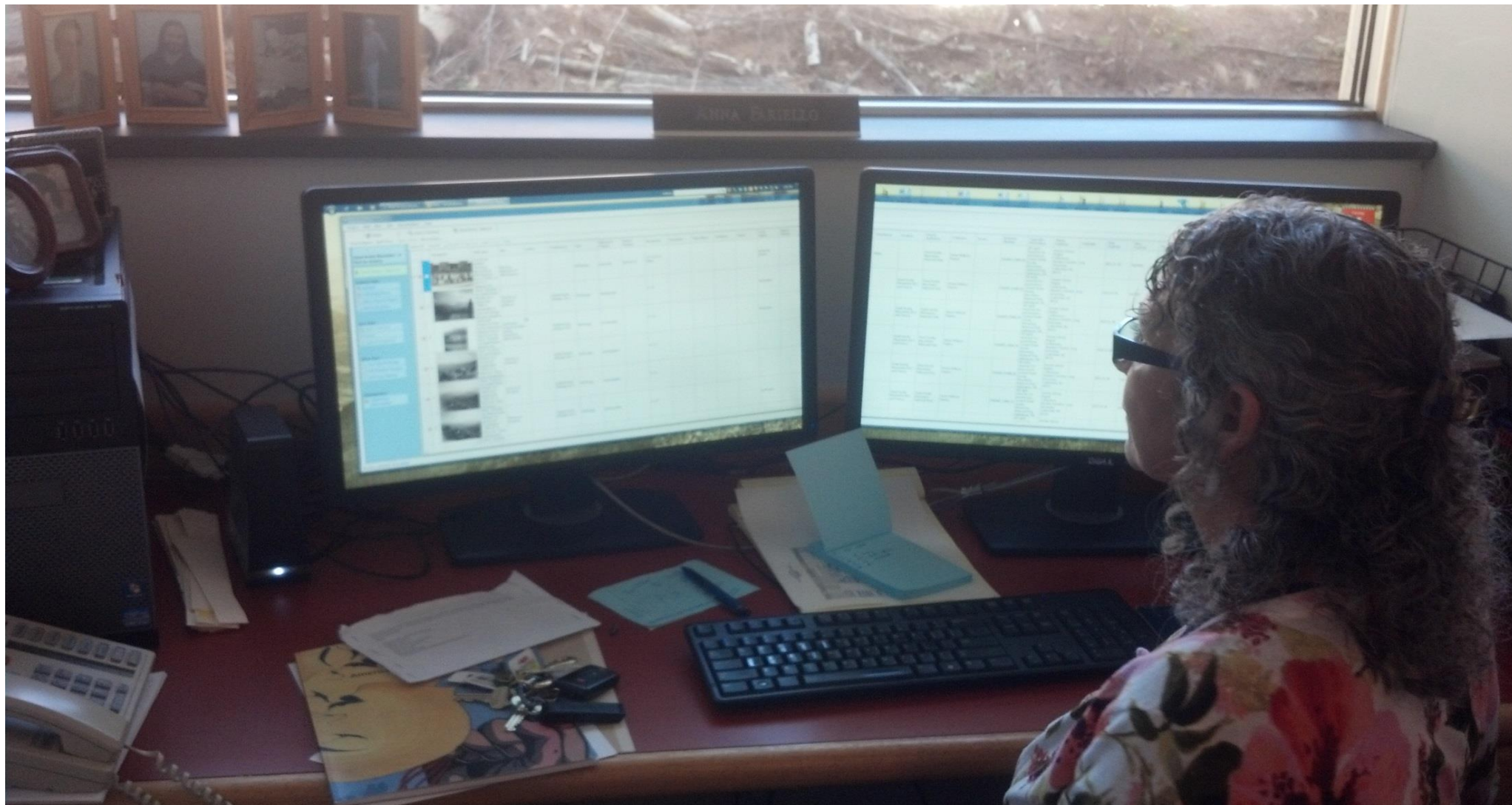
Shared metadata work for a “batch”:

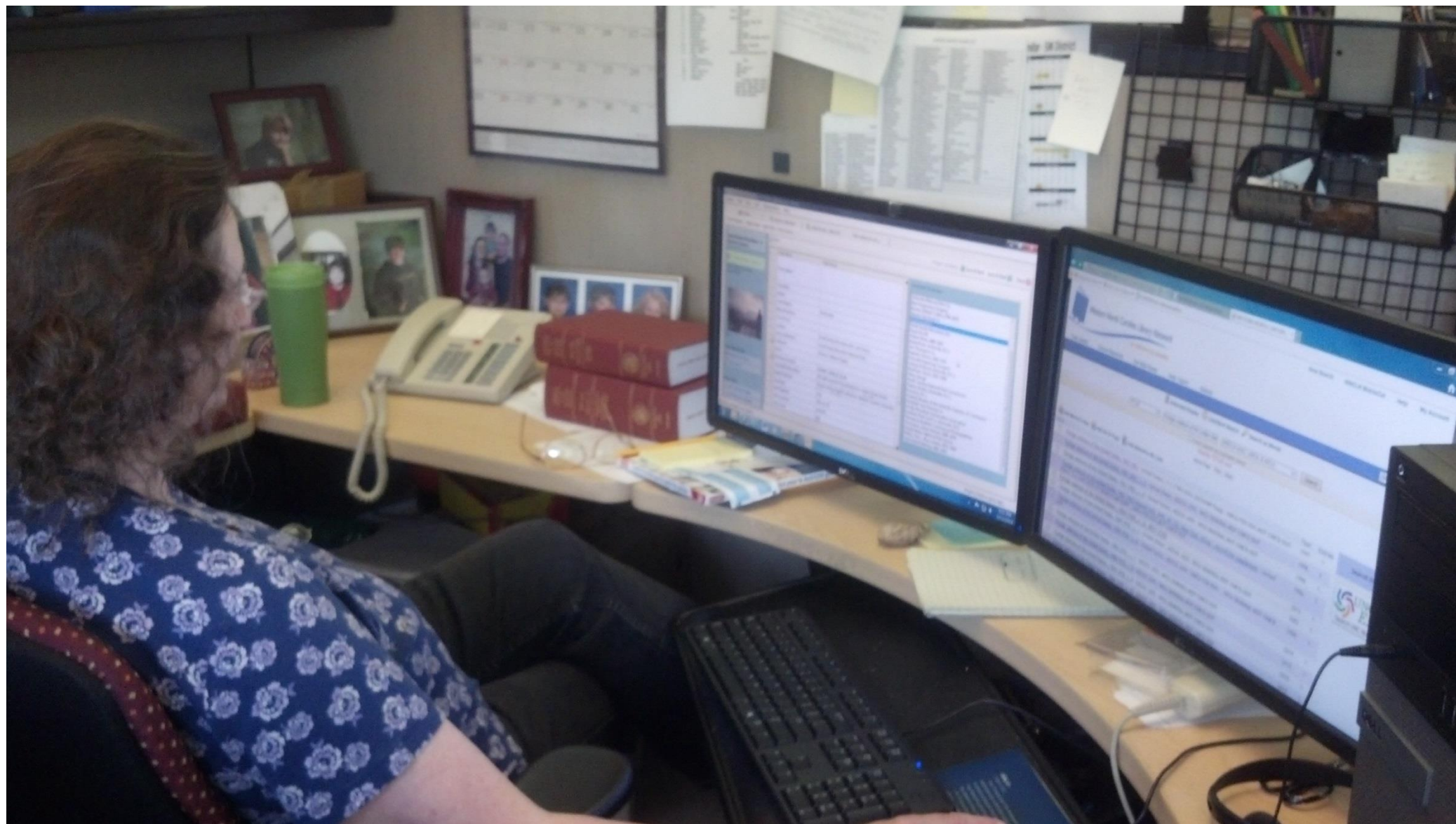
Examples of metadata entry work for different fields in Contentdm Client:

- ***Digital Technician***: Type; Medium of original; Dimensions; Location; Source institution
- ***Digital Initiatives Librarian***: Date of original; Description; Local Subject
- ***Cataloging staff/ Metadata Librarian***: Controlled vocabularies; overall quality control of the record before publishing it online







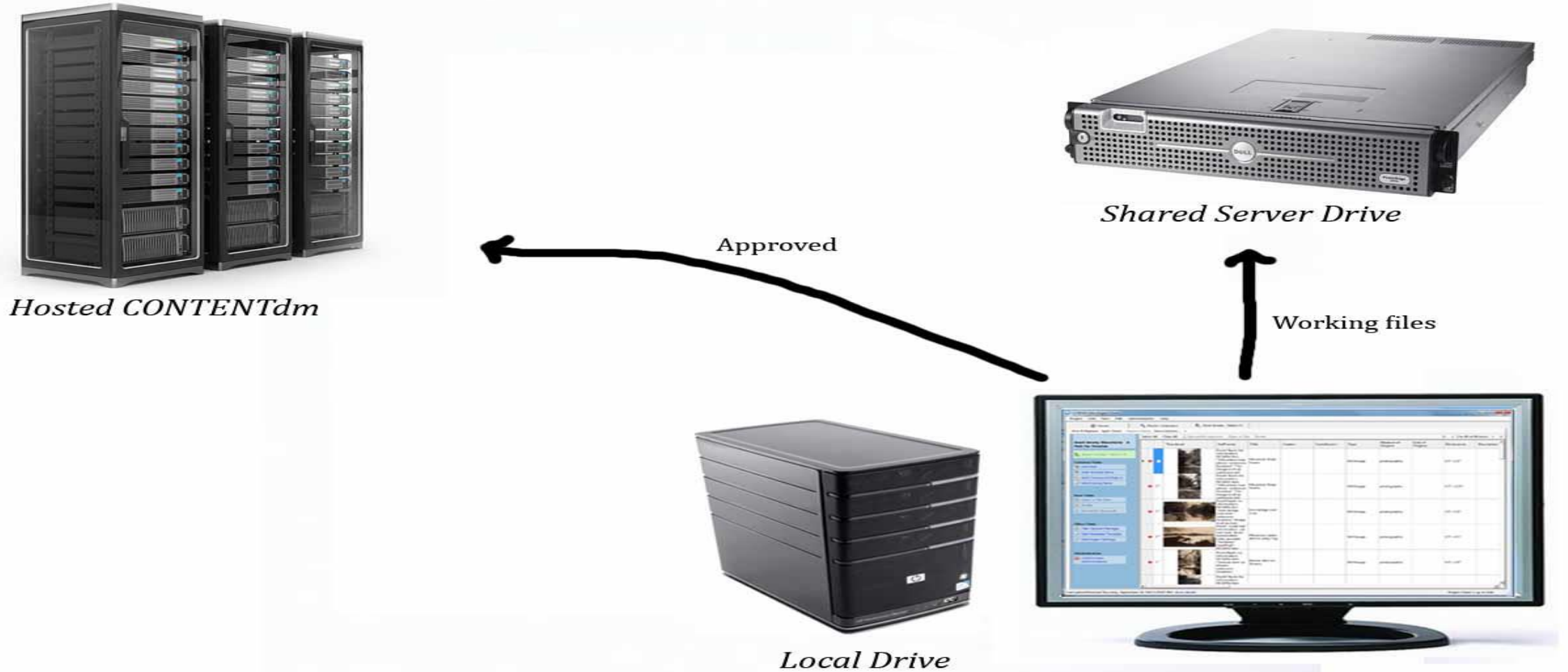


Client software in a shared environment

- Basic architecture of the CONTENTdm
- Benefits of shared environment
- Challenges with the current software
- Limitations of the client



Basic CONTENTdm Shared Environment



What Client Project files look like

- Subdirectory for each project
 - Hosted are named by server and collection
 - p16232coll1
 - Subdirectories under project for compound items
 - Localdataset.xml
 - What files are currently active in the subdirectory
 - Client is not good at deleting files once done with them
- Types of files
 - Jpg, Icon's jpg, desc, history, profileInformation
 - In xml format
 - Filename are often include the IP of the creator, full date, number



























Organize Burn New folder

Library (L:)

- APPS
- BACKUP
- SECURED
- SHARED
 - Community Files
 - Depts
 - Admin
 - COM
 - DATS
 - Access Services
 - ArchivesSpace--Archives
 - Book Chapter
 - Budget 2012-13
 - Digital Initiatives
 - Digital Projects
 - backup of batch 16
 - Civil War Letters
 - LeConte transfer location
 - Metadata of collections
 - p4008coll1
 - p4008coll2
 - p16232coll1
 - p16232coll2
 - p16232coll3
 - p16232coll4
 - p16232coll5**
 - p16232coll6
 - p16232coll7
 - p16232coll8
 - p16232coll9
 - p16232coll10
 - p16232coll11
 - Quotes for department

Name	Date modified	Type	Size
152_30_163_195_2014-2-27_15524223-4876684840	2/27/2014 3:52 PM	File folder	
152_30_163_195_2014-3-10_1889680-20947777813	3/10/2014 6:08 PM	File folder	
152_30_163_195_2014-3-10_1923631-197875158319	3/10/2014 7:23 PM	File folder	
152_30_163_195_2014-3-10_18010550-1292056600	3/10/2014 6:00 PM	File folder	
152_30_163_195_2014-3-10_18812501-9906893516	3/10/2014 6:08 PM	File folder	
152_30_163_195_2014-3-10_18817801-4057024729	3/10/2014 6:08 PM	File folder	
152_30_163_195_2014-3-10_18823113-163273992013	3/10/2014 6:08 PM	File folder	
152_30_163_195_2014-3-10_18826923-198601062916	3/10/2014 6:08 PM	File folder	
152_30_163_195_2014-3-10_192310842-130643846423	3/10/2014 7:23 PM	File folder	
152_30_163_195_2014-3-10_192313632-193067764425	3/10/2014 7:23 PM	File folder	
cache	4/2/2014 9:22 PM	File folder	
staging	5/29/2013 5:04 PM	File folder	
template	7/13/2013 4:38 PM	File folder	
thumbnails	7/13/2013 4:38 PM	File folder	
95a61386-1f59-4624-8821-d85c3fa6d5dd.jpg	3/10/2014 8:58 PM	JPG File	107 KB
266c0928-72e9-483a-89d2-3a913288785f.jpg	8/8/2013 12:04 PM	JPG File	169 KB
294bcd08-0314-4bb0-8f98-bec8e9737dc5.jpg	3/10/2014 8:59 PM	JPG File	167 KB
0420ae72-432d-4020-b643-b1d7c84b6026.jpg	6/25/2013 3:34 PM	JPG File	172 KB
4699120b-b0b5-47ab-8d69-e95388e39f75.jpg	4/2/2014 4:59 PM	JPG File	158 KB
9550296b-f41c-4acb-9bfc-d7bdcd009e56.jpg	8/8/2013 12:06 PM	JPG File	607 KB
cecb68b8-9176-445c-9295-6f1c7b51d7e7.jpg	5/29/2013 7:21 PM	JPG File	112 KB
cf43fd10-9655-4ce7-ba6d-fbe367450a0a.jpg	5/29/2013 7:50 PM	JPG File	198 KB
Civil War - Batch 1.xml	5/2/2014 10:34 AM	XML Document	7 KB
dc1b8dd5-5055-4172-8186-2f85f14b5671.jpg	8/8/2013 12:04 PM	JPG File	584 KB
e2e7707c-4b54-4acc-a652-7010f58b860d.jpg	8/8/2013 12:04 PM	JPG File	2,146 KB
e7d6d728-9526-4dd1-8872-55cc9877ade5.jpg	8/8/2013 12:06 PM	JPG File	181 KB
localdataset.xml	4/2/2014 9:22 PM	XML Document	5 KB
mcow.xml	3/10/2014 7:23 PM	XML Document	1 KB
profileInformation.xml	5/2/2014 10:34 AM	XML Document	1 KB
uploaddataset.xml	10/25/2013 1:01 PM	XML Document	1 KB
uploadhistory.log	10/25/2013 1:01 PM	Text Document	16 KB

Name	Date modified	Type	Size
 152_30_163_85_2011-10-12_154023392-11101769590	7/13/2013 4:39 PM	File folder	
 152_30_163_85_2011-10-12_154137399-3735411041	7/13/2013 4:39 PM	File folder	
 cache	12/7/2011 2:27 PM	File folder	
 staging	12/7/2011 2:27 PM	File folder	
 template	7/13/2013 4:39 PM	File folder	
 thumbnails	7/13/2013 4:39 PM	File folder	
 152_30_162_75_2011-12-2_13329217-1987205111.jp2	12/2/2011 1:32 PM	JP2 File	1,905 KB
 152_30_162_75_2011-12-2_133212310-14561886222.desc	12/21/2011 12:53 ...	DESC File	2 KB
 152_30_162_75_2011-12-2_133212310-14561886222.jp2	12/2/2011 1:32 PM	JP2 File	1,332 KB
 152_30_162_75_2011-12-2_133227155-15078920844.desc	12/21/2011 12:53 ...	DESC File	2 KB
 152_30_162_75_2011-12-2_133227155-15078920844.jp2	12/2/2011 1:32 PM	JP2 File	1,542 KB
 icon152_30_162_75_2011-11-23_1256257-8229596911.jpg	11/23/2011 12:56 ...	JPG File	3 KB
 icon152_30_162_75_2011-11-23_125617906-935828820.jpg	11/23/2011 12:56 ...	JPG File	4 KB
 icon152_30_162_75_2011-11-23_125631716-16809819722.jpg	11/23/2011 12:56 ...	JPG File	4 KB
 icon152_30_162_75_2011-12-2_13322029-18824355923.jpg	12/2/2011 1:32 PM	JPG File	4 KB
 icon152_30_162_75_2011-12-2_13324201-15756762300.jpg	12/2/2011 1:32 PM	JPG File	4 KB
 icon152_30_162_75_2011-12-2_13329217-1987205111.jpg	12/2/2011 1:32 PM	JPG File	6 KB
 icon152_30_162_75_2011-12-2_133212310-14561886222.jpg	12/2/2011 1:32 PM	JPG File	4 KB
 icon152_30_162_75_2011-12-2_133227155-15078920844.jpg	12/2/2011 1:32 PM	JPG File	4 KB
 localdataset.xml	12/21/2011 12:53 ...	XML Document	4 KB
 profileInformation.xml	5/22/2013 4:54 PM	XML Document	1 KB
 shared craft workspace.xml	5/22/2013 4:54 PM	XML Document	7 KB
 uploaddataset.xml	11/14/2011 12:23 ...	XML Document	1 KB
 uploadhistory.log	11/14/2011 12:23 ...	Text Document	13 KB


```
localdataset.xml - Notepad
File Edit Format View Help
<?xml version="1.0" standalone="no"?>
<!--write local profile information-->
<localdataset>
  <startview>1</startview>
  <endview>23</endview>
  <numberofitems>23</numberofitems>
  <workspaceitems>
    <cdmimage>
      <title>Zebulon weaver to Mark Squire</title>
      <cisoptr />
      <objectfilename>152_30_162_19_2013-10-21_143416663-2023500340.jpg</objectfilename>
      <metadatafilename>152_30_162_19_2013-10-21_143416663-2023500340.desc</metadatafilename>
      <iconfilename>icon152_30_162_19_2013-10-21_143416663-2023500340.jpg</iconfilename>
    </cdmimage>
    <cdmimage>
      <title>Harold L. Ickes to Frank Hancock, Jr.</title>
      <cisoptr />
      <objectfilename>152_30_162_19_2013-10-9_132163-63032770923.jpg</objectfilename>
      <metadatafilename>152_30_162_19_2013-10-9_132163-63032770923.desc</metadatafilename>
      <iconfilename>icon152_30_162_19_2013-10-9_132163-63032770923.jpg</iconfilename>
    </cdmimage>
    <cdmimage>
      <title>C.P. Mayfield to Zebulon weaver</title>
      <cisoptr />
      <objectfilename>152_30_162_19_2013-10-10_82933235-106556443023.jpg</objectfilename>
      <metadatafilename>152_30_162_19_2013-10-10_82933235-106556443023.desc</metadatafilename>
      <iconfilename>icon152_30_162_19_2013-10-10_82933235-106556443023.jpg</iconfilename>
    </cdmimage>
    <cdmimage>
      <title>George Coggins to Zebulon weaver</title>
      <cisoptr />
      <objectfilename>152_30_162_19_2013-10-10_82933235-106556443025.jpg</objectfilename>
      <metadatafilename>152_30_162_19_2013-10-10_82933235-106556443025.desc</metadatafilename>
      <iconfilename>icon152_30_162_19_2013-10-10_82933235-106556443025.jpg</iconfilename>
    </cdmimage>
    <cdmimage>
      <title />
      <cisoptr />
      <objectfilename>152_30_162_19_2013-10-10_82933235-106556443024.jpg</objectfilename>
      <metadatafilename>152_30_162_19_2013-10-10_82933235-106556443024.desc</metadatafilename>
      <iconfilename>icon152_30_162_19_2013-10-10_82933235-106556443024.jpg</iconfilename>
    </cdmimage>
  </workspaceitems>
  <cdmdocument>
    <title />
    <cisoptr />
    <compoundobjectdirectory>L:\SHARED\Depts\DATS\Digital Projects\p16232coll10\Great Smoky - Batch 16\152_30_162_19_2013-10-10_113810
    <objectfilename>index.cpd</objectfilename>
    <metadatafilename>index.desc</metadatafilename>
    <iconfilename>iconindex.jpg</iconfilename>
    <printpdf file />
  </cdmdocument>
</localdataset>
```

Benefits of shared environment

- Many people look at each record
 - Standardization and consistency
 - Quality of cataloging
- Use of shared fields across collections



CONTENTdm IT Challenges

- Naming problems
- Locations of project files
- Username issues
- Not flexible for project needs that change over time



Naming problems

- Limited space in the window for open and existing project
 - Doesn't have left and right slider
 - Limits the names of projects and collections because the names need to be short so you can fit in screen
- Finding the name of a project under the “pnumber” name of the subdirectory can be challenging



Open Existing Project



Open an existing project

CONTENTdm server URL:

<https://server16232.contentdm.oclc.org/>

Collections:

Cherokee Traditions
Civil War Collection
Craft Revival
Education in Western North C
Great Smoky Mountains - A P
Horace Kephart
old Horace Kephart database
Picturing Appalachia
Stories of Mountain Folk
Travel WNC
Western Carolina University -

Projects:

Picturing - 1
Picturing - 2
Picturing - 3
Picturing - 4
Picturing - 5
Picturing Appalachia - Batch 8



Open

Cancel

Open Existing Project



Open an existing project

CONTENTdm server URL:

<https://server16232.contentdm.oclc.org/>

Collections:

Civil War Collection
Craft Revival
Education in Western North C
Great Smoky Mountains - A P
Horace Kephart
old Horace Kephart database
Picturing Appalachia
Stories of Mountain Folk
Travel WNC
Western Carolina University -
Western Carolina University -

Projects:

Education - Batch 1

Open

Cancel

Library (L:) > SHARED > Depts > DATS > Digital Projects

Search Digital Projects

Organize Open Burn New folder

Downloads
Recent Places
Dropbox
OneDrive

Libraries
Documents
downloads
Music
Pictures
Videos

Computer
OS (C:)
OneTouch4 Plus (D:)
FreeAgent GoFlex Drive (E:)
DVD RW Drive (F:) DVD_VIDEO_RECORDER
Seagate Expansion Drive (G:)
share (\\mercury) (H:)
Library (L:)
APPS
BACKUP
SECURED
SHARED
BansheeData (\\mu) (O:)

Name	Date modified	Type	Size
Civil War Letters	5/30/2013 1:41 PM	File folder	
LeConte transfer location	1/8/2014 5:41 PM	File folder	
Metadata of collections	3/3/2014 4:19 PM	File folder	
p4008coll1	7/13/2013 4:38 PM	File folder	
p4008coll2	8/14/2013 4:07 PM	File folder	
p16232coll1	8/7/2013 3:46 PM	File folder	
p16232coll2	7/13/2013 4:38 PM	File folder	
p16232coll3	7/13/2013 4:38 PM	File folder	
p16232coll4	7/13/2013 4:38 PM	File folder	
p16232coll5	7/13/2013 4:38 PM	File folder	
p16232coll6	8/14/2013 4:03 PM	File folder	
p16232coll7	7/13/2013 4:38 PM	File folder	
p16232coll8	7/13/2013 4:38 PM	File folder	
p16232coll9	8/21/2013 10:39 AM	File folder	
p16232coll10	4/9/2014 2:21 PM	File folder	
p16232coll11	7/13/2013 4:38 PM	File folder	

13 shared collections
Which one is the Craft Revival project in?

p16232coll10 Date modified: 4/9/2014 2:21 PM Offline status: Online
File folder Offline availability: Not available

File location issues

- Being very careful when creating shared files
 - To find it again and place them together for later
- Frustrating when importing a shared project
 - Doesn't play nice in a server environment
 - Have to click through all the paths for every project
 - Ctrl C and Ctrl V are your friend



Computer > Library (L:) > SHARED > Depts > DATS > Digital Projects

Organize Open Burn New folder

Library (L:)

- APPS
- BACKUP
- SECURED
- SHARED
 - Community Files
 - Depts
 - Admin
 - COM
 - DATS
 - Access Services
 - ArchivesSpace--Archives
 - Book Chapter
 - Budget 2012-13
 - Digital Initiatives
 - Digital Projects
 - backup of batch 16
 - Civil War Letters
 - LeConte transfer location
 - Metadata of collections
 - p4008coll1
 - p4008coll2
 - p16232coll1
 - p16232coll2
 - p16232coll3
 - p16232coll4
 - p16232coll5
 - p16232coll6
 - p16232coll7
 - p16232coll8
 - p16232coll9
 - p16232coll10
 - p16232coll11
 - Quotes for department
 - Strategic Planning
 - Systems
 - RIS
 - Special Collections
 - Groups

- BansheeData (\\mu) (O:)

Name	Date modified	Type	Size
backup of batch 16	4/9/2014 4:07 PM	File folder	
Civil War Letters	5/30/2013 1:41 PM	File folder	
LeConte transfer location	1/8/2014 5:41 PM	File folder	
Metadata of collections	3/3/2014 4:19 PM	File folder	
p4008coll1	7/13/2013 4:38 PM	File folder	
p4008coll2	8/14/2013 4:07 PM	File folder	
p16232coll1	5/2/2014 2:23 PM	File folder	
p16232coll2	7/13/2013 4:38 PM	File folder	
p16232coll3	7/13/2013 4:38 PM	File folder	
p16232coll4	7/13/2013 4:38 PM	File folder	
p16232coll5	7/13/2013 4:38 PM	File folder	
p16232coll6	8/14/2013 4:03 PM	File folder	
p16232coll7	7/13/2013 4:38 PM	File folder	
p16232coll8	7/13/2013 4:38 PM	File folder	
p16232coll9	4/29/2014 11:19 AM	File folder	
p16232coll10	4/9/2014 2:21 PM	File folder	
p16232coll11	7/13/2013 4:38 PM	File folder	

Shared area on the server where all the project files are kept.



Great Smoky Mountains - A Park for America

Great Smoky - Batch 15

Common Tasks

- Add Item
- Add Multiple Items
- Add Compound Objects
- Edit Existing Items

Other Tasks

- View Upload Manager
- Edit Metadata Template
- Edit Project Settings

Administration

CONTENTdm Administration

With the recent
Mountains Nat
Mountains: A

Great Smoky

Last indexed:
April 25, 2014
0 items in p
2503 items

Great Smoky

Project type

Item

Logged in a

Other project

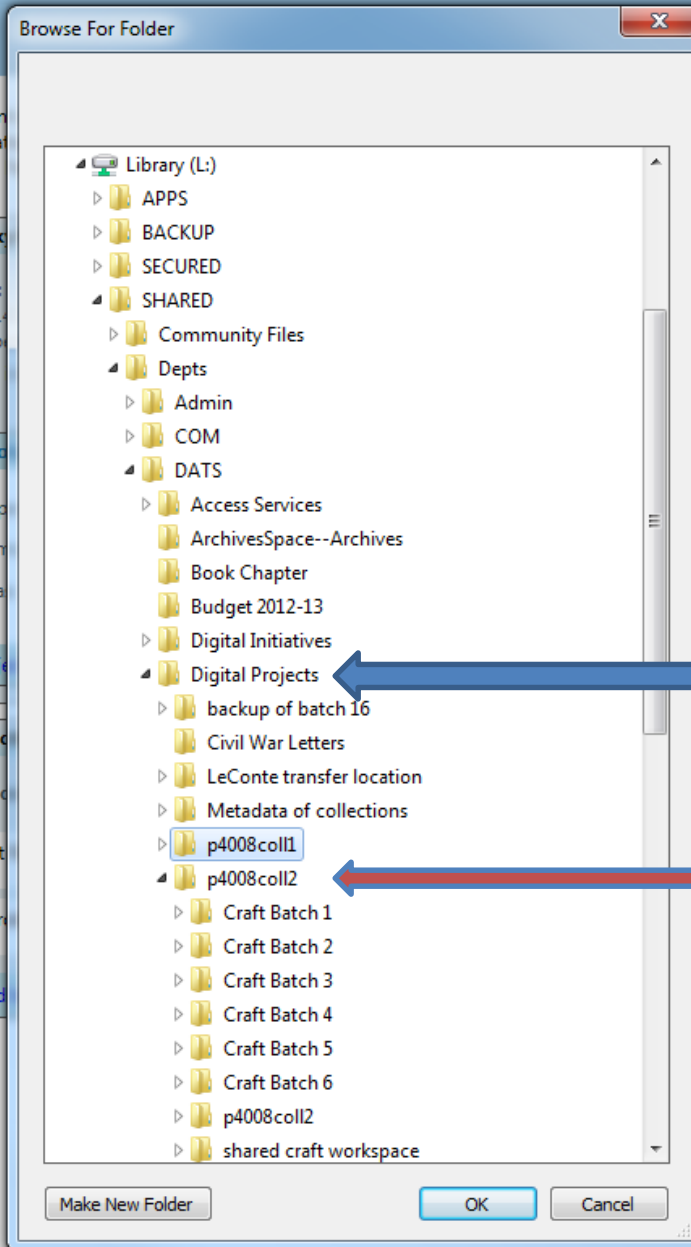
Other Collec

Collections c

Craft

Cher

Expand



Parks: America's Best Idea, interest in the history of the Great Smoky
are collaborating to create the online resource, Great Smoky
documents and photographs that relate to the initial idea and constructi...

Project

A Park for America

Project 1

☒ Share this project on a network with other users

Specify a shared project location

Browse

Location you pick will dictate
the place the directory is placed

< Back

Finish

Cancel

Make New Folder

OK

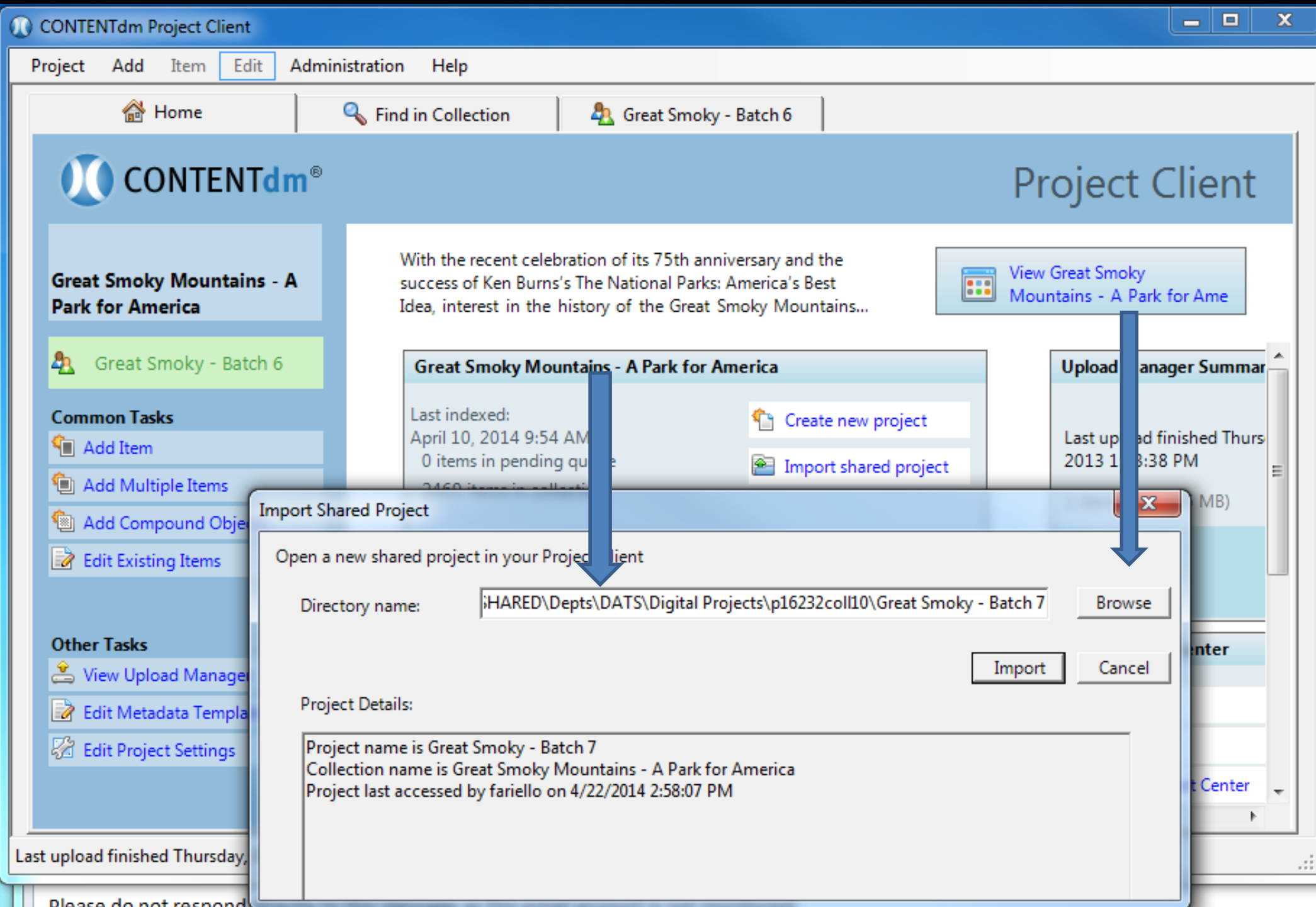
Cancel

Organize Burn New folder

Library (L:)

- APPS
- BACKUP
- SECURED
- SHARED
 - Community Files
 - Depts
 - Admin
 - COM
 - DATS
 - Access Services
 - ArchivesSpace--Archives
 - Book Chapter
 - Budget 2012-13
 - Digital Initiatives
 - Digital Projects
 - backup of batch 16
 - Civil War Letters
 - LeConte transfer location
 - Metadata of collections
 - p4008coll1
 - Kephart - Batch 1
 - p4008coll2
 - Craft Batch 1
 - Craft Batch 2
 - Craft Batch 3
 - Craft Batch 4
 - Craft Batch 5
 - Craft Batch 6
 - p4008coll2
 - shared craft workspace
 - p16232coll1
 - Picturing - 1
 - Picturing - 2
 - Picturing - 3
 - Picturing - 4
 - Picturing - 5
 - Picturing Appalachia - Batch 9
 - p16232coll2

Name	Date modified	Type	Size
Great Smoky - Batch 2	5/12/2014 11:14 AM	File folder	
Great Smoky - Batch 3	5/12/2014 11:26 AM	File folder	
Great Smoky - Batch 4	5/12/2014 11:22 AM	File folder	
Great Smoky - Batch 5	5/15/2014 4:56 PM	File folder	
Great Smoky - Batch 6	4/23/2014 12:49 PM	File folder	
Great Smoky - Batch 7	4/15/2014 1:34 PM	File folder	
Great Smoky - Batch 8	5/6/2014 5:05 PM	File folder	
Great Smoky - Batch 9	4/23/2014 2:23 PM	File folder	
Great Smoky - Batch 10	5/6/2014 5:05 PM	File folder	
Great Smoky - Batch 11	5/6/2014 5:05 PM	File folder	
Great Smoky - Batch 12	5/6/2014 5:05 PM	File folder	
Great Smoky - Batch 13	4/15/2014 2:49 PM	File folder	
Great Smoky - Batch 14	5/6/2014 5:06 PM	File folder	
Great Smoky - Batch 15	12/4/2013 2:42 PM	File folder	
Great Smoky - Batch 16	4/9/2014 4:43 PM	File folder	
Great Smoky - Batch 17	10/31/2013 10:05 ...	File folder	
Great Smoky - Batch 18	11/13/2013 8:38 AM	File folder	
Great Smoky - Batch 19	5/15/2014 4:10 PM	File folder	
Great Smoky - Batch 20	1/31/2014 9:04 AM	File folder	
Great Smoky- Batch 1	4/8/2014 12:06 PM	File folder	
p16232coll11	8/7/2013 2:59 PM	File folder	





Project Client

Great Smoky Mountains - A
Park for America

Great Smoky - Batch 15

Common Tasks

- Add Item
- Add Multiple Items
- Add Compound Objects
- Edit Existing Items

Other Tasks

- View Upload Manager
- Edit Metadata Template
- Edit Project Settings

Administration

CONTENTdm Administration

With the recent celebration of its 75th anniversary and the success of Ken Burns's The National Parks: America's Best Idea, interest in the history of the Great Smoky Mountains National Park has grown exponentially. As a result, three western NC organizations are collaborating to create the online resou...



View Great Smoky Mountains - A Park for America:
<http://cdm16232.contentdm.oclc.org:80/>

Import Shared Project

Open a new shared project

Directory name:

Project Details:

Browse For Folder

Browse to the shared project to open.

- Desktop
- Libraries
- Jill Ellern
- Computer
- Network
- Control Panel
- Recycle Bin
- Adobe Captivate 7 (32 Bit)
- Old Firefox Data

Make New Folder

OK

Cancel

Browse

Import

Cancel

Summary

[show details](#)

Thursday, September 19, 2013 1:27:07

User Support Center

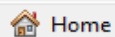
CONTENTdm Community

Featured Collections

[Zaner-Bloser Penmanship Collection](#)[Edward H. Peebles Prince Edward County \(Va.\) Public Schools Collection](#)

Other Collections

Collections on <https://server16232.c>[Craft Revival](#)[Cherokee Traditions](#)[Expand to show all collections](#)



Home



Find in Collection



Great Smoky - Batch 15



Great Smoky Mountains - A Park for America

Great Smoky - Batch 15

Common Tasks

- Add Item
- Add Multiple Items
- Add Compound Objects
- Edit Existing Items

Other Tasks

- View Upload Manager
- Edit Metadata Template
- Edit Project Settings

With the recent celebration of its 75th anniversary and America's Best Idea, interest in the history of the Great Smoky Mountains National Park has grown exponentially. As a result, three western NC organizations have joined forces to create a digital archive of the park's history.

Great Smoky Mountains - A Park for America

Last indexed:
April 25, 2014 2:05 PM
0 items in pending queue
2503 items in collection

Great Smoky - Batch 15

Project type: Shared
Items: 46
Logged in as: jillern

[Other projects in this collection](#)

Other Collections

Collections on <https://server1>

- Craft Revival
- Cherokee Traditions

Administration

Last upload finished Thursday, September 19, 2013 1:27:07 PM [show details](#)

Browse For Folder

Browse to the shared project to open.

- DVD RW Drive (F:)
- share (\\mercury) (H:)
- Library (L:)
 - APPS
 - BACKUP
 - SECURED
 - SHARED
 - Community Files
 - Depts
 - Admin
 - COM
 - DATS
 - Access Services
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 - p16232coll2
 - p16232coll3
 - p16232coll4
 - p16232coll5
 - p16232coll6
 - WCU Memories - 1
 - cache

Make New Folder

OK

Cancel

Project Client

Great Smoky Mountains - A Park for America:
<https://32.contentdm.oclc.org:80/>

Project Details [show details](#)

Thursday, September 19, 2013 1:27:07

Browse

Cancel

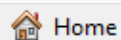
Penmanship Collection

Peoples Prince Edward County (Va.)
Public Collection

Project Client is up to date

Peoples Penmanship Collection

H. Peoples Prince Edward County (Va.) Public
Collection



Home



Find in Collection



Great Smoky - Batch 15



Project Client

Great Smoky Mountains - A Park for America

Great Smoky - Batch 15

Common Tasks

- Add Item
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- Add Compound Objects
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With the recent celebration of its 75th anniversary and the success of Ken Burns's The National Parks: America's Best Idea, interest in the history of the Great Smoky Mountains National Park has grown exponentially. As a result, three western NC organizations are collaborating to create the online res...



View Great Smoky Mountains - A Park for America:
<http://cdm16232.contentdm.oclc.org:80/>

Great Smoky Mountains - A Park for America

Last indexed:
April 25, 2014 2:05 PM
0 items in pending queue
2503 items in collection



Create new project



Import shared project

Great Smoky - Batch 15

Project type: Shared
Items: 46
Logged in as: jillern

[Other projects in this collection](#)

Other Collections

Collections on <https://server1>

Craft Revival



Cherokee Traditions

Upload Manager Summary

[show details](#)

Last upload finished Thursday, September 19, 2013 1:27:07 PM

Browse For Folder

Browse to the shared project to open.

- Desktop
- Libraries
- Jill Ellern
- Computer
- Network
- Control Panel
- Recycle Bin
- Adobe Captivate 7 (32 Bit)
- Old Firefox Data

Make New Folder

OK

Cancel

Import Shared Project

Open a new shared project in your Project Client

Directory name: L:\SHARED\Depts\DATS\Digital Projects\

Project Details:

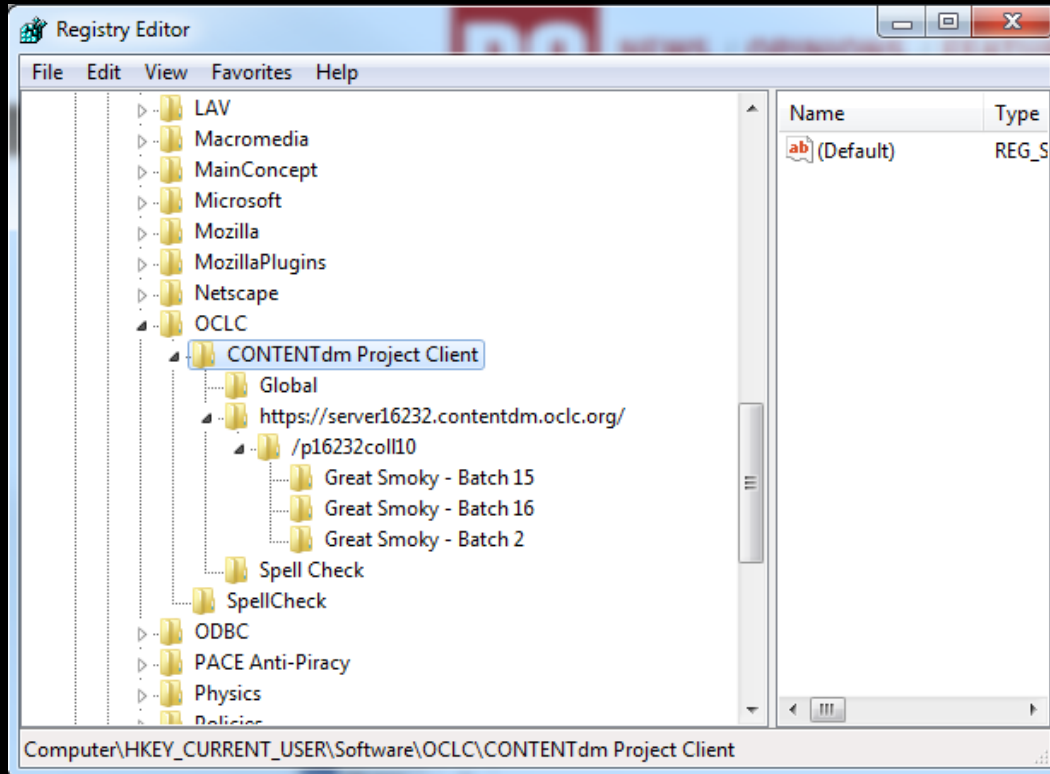
L:\SHARED\Depts\DATS\Digital Projects\ directory does not contain a valid

Username issues

- Information about the client is kept in both the registry and the data files
 - Not updated when the client is opened
 - Difficult to modify later
- They have to match or there are problems
 - File location for “all users” not available
 - Projects are installed for each username on machine
- Environment (file location) can't change
 - Can't copy the directory and take home



Setup in the CURRENT_USER location



Localdataset file expects data as well

```
<cdmdocument>
<title />
<cisoptr />
<compoundobjectdirectory>L:\SHARED\Depts\DATS\Digital Projects\p16232coll10\Great Smoky - Batch 16\152_30_162_19_2013-10-10_113810
<objectfilename>index.cpd</objectfilename>
<metadatafilename>index.desc</metadatafilename>
<iconfilename>iconindex.jpg</iconfilename>
<printpdf file />
```

Not flexible for project needs that change over time

- Server changes
- Renaming files/directories
- Changing your mind about who has access to a project
 - Adding and removing projects assigned to an individual
- Removing fields



Limitations of the client

- Moving images and metadata between projects
 - Excel can be used if it's worth it for the number of images
- Locked records
- Leaving old files in the folders after uploading
- Data corruption worries
 - Users are warned about too many records in one project
 - Sorting large files in client is slow



Questions?

Read more about the Craft Revival project at:

- Craft, Anna R., Tim Carstens, and Jason Woolf. "The Craft Revival Project: Library Leadership in Creating Connections between Small Cultural Institutions." *Digitization in the Real World: Lessons Learned from Small and Medium-Sized Digitization Projects*. New York: Metropolitan New York Library Council , 2010. 503-17. Print.
- See our digital collections at <http://www.wcu.edu/hunter-library/collections/digital-collections.asp>

ellern@email.wcu.edu

pbiswas@email.wcu.edu



Using “batches” to create workflows in CONTENTdm for shared projects within the library

CONTENTdm Southern Users Group Meeting 2014

Jill Ellern, Systems Librarian
Paromita Biswas, Metadata Librarian
Western Carolina University



